

**From:** Scanlan, Elizabeth  
**Sent:** Friday, September 20, 2013 4:35 PM  
**To:** Berlin, Steve  
**Cc:** Loeff, Scott; Fahlstrom, Robert; Hopkins, Marlene  
**Subject:** Travel reimbursement

Steve, I have become aware of the need to report to the Board of Ethics reimbursed expenses for travel expenses. Per the ethics ordinance, I am reporting the reimbursed expenses for my participation in committee work on a volunteer basis and for attending work related conferences.

October 2-4, 2012 Midwest Energy Efficiency Alliance (MEEA) conference

Located in Indianapolis, IN

This conference directly pertains to work of the city regarding energy code adoption and enforcement. Reimbursement included transportation, hotels, and meals. Reimbursed directly from the organization that sponsors the conference.

See attached expense form.

October 22-26, 2012

Major Jurisdiction Steering Committee (MJC) of International Code Council (ICC)

Located in Portland OR

Reimbursed costs for transportation, hotel, meals. Reimbursed directly from the organization that sponsors the committee work.

See attached for expense form.

April 20- 22, 2013

MJC meeting for ICC

Located in Dallas TX

Reimbursed costs for transportation, hotel, meals. Reimbursed directly from the organization that sponsors the committee work.

See attached for expense form.

In addition, below is future travel projected for later this fall.

Future travel:

September 29- October 2

MJC meeting for ICC

Located in Atlantic City NJ

Reimbursed costs for transportation, hotels, meals. Reimbursed directly from the organization that sponsors the committee work.

October 22 -24 Midwest Energy Efficiency Alliance (MEEA) conference

Located in Louisville KY

This conference directly pertains to work of the city regarding energy code adoption and enforcement.

Reimbursement will include transportation, hotels, and meals.

Please let me know if there is anything else required at this time.

Thank you,  
Elizabeth Scanlan

Elizabeth Scanlan, RA, LEED AP  
Director of Code Development  
Department of Buildings, City of Chicago

## Non-Staff Travel Expense Reimbursement Form

REV: 06222011

International Code Council, Inc.  
4051 West Flossmoor Road  
Country Club Hills, IL 60478  
Phone- (708) 799-2300  
Facsimile (708) 799-4981

**Cost Center-Location  
ID/Product Line:**

XXX-XXX

**Name:** Elizabeth Scanlan

**Phone:** 708-705-5720

**Address:** 5720 West Ohio

**E-mail:** scanlan5720@gmail.com

**City:** Chicago

**State:** IL

**Zip:** 60644

**Purpose:** Major Jurisdictions Steering Committee meeting

Day of Week	Saturday	Sunday	Monday						Total
Date of Travel	4/20/13	4/21/13	4/22/13						
Location	Dallas	Dallas	Dallas						
Hotel/Lodging	206.31	206.32							\$412.63
Air/Train Fare	172.40		172.40						\$344.80
Car Rental									\$0.00
Mileage /Rate	0	0	0	0	0	0	0	0	0
	\$0.555	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals	\$15.00	\$10.00	\$19.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$44.54
Breakfast			19.54						\$19.54
Lunch		10.00							\$10.00
Dinner	15.00								\$15.00
Beverages									\$0.00
Other	\$16.50	\$0.00	\$16.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$33.00
Taxi/Bus	16.50		16.50						\$33.00
Gasoline									\$0.00
Parking									\$0.00
Tolls									\$0.00
Gratuities									\$0.00
Phone/internet									\$0.00
Instructor fee									
Chapter/Contract									\$0.00
<b>Total Expenses</b>	<b>\$410.21</b>	<b>\$216.32</b>	<b>\$208.44</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$834.97</b>

**IDENTIFY EXPENSES FOR WHICH RECEIPTS ARE NOT ATTACHED BELOW**

Less Cash Adv

Less Prepaid A

Less Prepaid H

Remarks:

Less Personal

**REIMBURSEM**

**\$834.97**

**FOR MGR/VP**

Account Number	Amount	Approved
Hotel 5080-xxx-xxx	\$412.63	
Air 5081-xxx-xxx	\$344.80	
Car Rental 5082-xxx-xxx	\$0.00	
Mileage 5085-xxx-xxx	\$0.00	
Meals 5083-xxx-xxx	\$44.54	
Other 5084-xxx-xxx	\$33.00	
Instructor 5650-xxx-xxx	\$0.00	
<b>Total:</b>	<b>\$834.97</b>	

Amount

Approved

Hotel 5080-xxx-xxx

\$412.63

Air 5081-xxx-xxx

\$344.80

Car Rental 5082-xxx-xxx

\$0.00

Mileage 5085-xxx-xxx

\$0.00

Meals 5083-xxx-xxx

\$44.54

Other 5084-xxx-xxx

\$33.00

Instructor 5650-xxx-xxx

\$0.00

**Total:**

**\$834.97**

**Employee Signature (3)**

**Date:**

**Authorized Appro**



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International Code Council, Inc.  
 4051 West Flossmoor Road  
 Country Club Hills, IL 60478  
 Phone- (708) 799-2300  
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**Cost Center-Location**

XXX-XXX

**ID/Product Line:**

**Name:** Elizabeth Scanlan  
**Address:** 5720 West Ohio  
**City:** Chicago **State:** IL  
**Purpose:** Major Jurisdiction Steering Committee meeting

**Phone:** 708-705-5720  
**E-mail:** scanlan5720@gmail.com  
**Zip:** 60644

Day of Week	Monday	Tuesday	Thursday						Total
Date of Travel	10/22/12	10/23/12	10/25/12						
Location	Portland, OR								
Hotel/Lodging	159.16	159.16							\$318.32
Air/Train Fare	Roundtrip		487.60	baggage fee	25.00				\$512.60
Car Rental									\$0.00
Mileage /Rate	0	0	0	0	0	0	0	0	0
\$0.555	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Meals	\$0.00	\$12.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$12.00
Breakfast									\$0.00
Lunch									\$0.00
Dinner		12.00							\$12.00
Beverages									\$0.00
Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Taxi/Bus									\$0.00
Gasoline									\$0.00
Parking									\$0.00
Tolls									\$0.00
Gratuities									\$0.00
Phone/internet									\$0.00
Instructor fee									\$0.00
Chapter/Contract									\$0.00
<b>Total Expenses</b>	<b>\$159.16</b>	<b>\$171.16</b>	<b>\$487.60</b>	<b>\$0.00</b>	<b>\$25.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$842.92</b>

<p style="text-align: center;"><b>IDENTIFY EXPENSES FOR WHICH RECEIPTS ARE NOT ATTACHED BELOW</b></p> <p>Remarks:</p>	<p>Less Cash Advance (15)</p> <p>Less Prepaid Air Fare</p> <p>Less Prepaid Hotel</p> <p>Less Personal Expenses (3)</p> <p><b>REIMBURSEMENT CLAIMED (4)      \$842.92</b></p> <p style="text-align: center;"><b>FOR MGR/VP AND ICC ACCOUNTING USE ONLY</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">Account Number</th> <th style="width: 30%;">Amount</th> <th style="width: 40%;">Approved</th> </tr> </thead> <tbody> <tr> <td>Hotel      5080-xxx-xxx</td> <td style="text-align: right;">\$318.32</td> <td></td> </tr> <tr> <td>Air        5081-xxx-xxx</td> <td style="text-align: right;">\$512.60</td> <td></td> </tr> <tr> <td>Car Rental    5082-xxx-xxx</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>Mileage      5085-xxx-xxx</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>Meals        5083-xxx-xxx</td> <td style="text-align: right;">\$12.00</td> <td></td> </tr> <tr> <td>Other        5084-xxx-xxx</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td>Instructor    5650-xxx-xxx</td> <td style="text-align: right;">\$0.00</td> <td></td> </tr> <tr> <td style="text-align: right;"><b>Total:</b></td> <td style="text-align: right;"><b>\$842.92</b></td> <td></td> </tr> </tbody> </table>	Account Number	Amount	Approved	Hotel      5080-xxx-xxx	\$318.32		Air        5081-xxx-xxx	\$512.60		Car Rental    5082-xxx-xxx	\$0.00		Mileage      5085-xxx-xxx	\$0.00		Meals        5083-xxx-xxx	\$12.00		Other        5084-xxx-xxx	\$0.00		Instructor    5650-xxx-xxx	\$0.00		<b>Total:</b>	<b>\$842.92</b>	
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**Employee Signature (3)** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Authorized Approver's Initials** \_\_\_\_\_

\* **Please Note:** Itemized receipts must be returned with this form to receive reimbursement. The maximum reimbursement amount is \$750

and will cover travel, transportation, lodging, and food (up to \$40 /day)

NAME (PRINT):	ELIZABETH SCANLAN
BUSINESS:	CITY OF CHICAGO DEPT OF BUILDINGS

**MEEA 2012 Energy Codes Conference EXPENSES**

DAY OF WEEK	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
DATE		10/2	10/3	10/4				
LOCATION	INDIANAPOLIS, IN							TOTAL
AIR FARE								\$ -
LODGING								\$ 184.86
TRANSPORTATION	CAR							\$ 263.31
	GAS							\$ 55.42
	FOOD	11.96	15.23	17.00				\$ 40.19
								\$ -
								\$ -
								\$ -
								\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 542.78

**EMPLOYEE MEALS ONLY**

BREAKFAST								\$ -
LUNCH								\$ -
DINNER								\$ -
TOTALS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL MEALS</b>								\$ -

COMMENTS:



**Guidelines for Reimbursement**

MEEA will reimburse all state and local government employees who are attending MEEA's 3<sup>rd</sup> Annual Building Energy Codes Conference. Please fill out the information requested below and **return it with your itemized receipts** to Midwest Energy Efficiency Alliance at your earliest convenience.

If you have any questions, please contact Matthew Giudice, Building Policy Associate at (312)374-0926, or [mgiudice@mwalliance.org](mailto:mgiudice@mwalliance.org)

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**Employee Information** \*All fields required\*

Name: **ELIZABETH SCANLAN**

**Address where reimbursement is to be sent**

**5720 W. OHIO  
CHICAGO, IL 60644**

Agency/Department: **CITY OF CHICAGO  
DEPARTMENT OF BUILDINGS**

Phone Number: **312/743-7038**

Email Address: **ELIZABETH.SCANLAN@CITYOFCHICAGO.ORG**

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**Please mail or fax or scan/email these forms and receipts to:**

**Midwest Energy Efficiency Alliance  
c/o Matthew Giudice  
20 N. Wacker Dr., Suite 1301  
Chicago, IL 60606  
Fax: 312-374-0927**

**Reimbursement Form for MEEA's 3rd Annual Building Energy Codes Conference (Oct. 2012)**

**ENTERPRISE LEASING COMPANY OF CHICAGO, 25 CHICAGO AVE, OAK PARK, IL 603022402 (708) 524-8008**

**RENTAL AGREEMENT REF#**  
855553 3R1ZS3

**SUMMARY OF CHARGES**

**RENTER**  
SCANLAN, ELIZABETH

**DATE & TIME OUT**  
10/01/2012 05:49 PM  
**DATE & TIME IN**  
10/05/2012 06:00 PM

**BILLING CYCLE**  
24-HOUR

**VEH #1 2013 HYUN SONA 4LSV**  
VIN# 5NPEB4AC3DH562533  
LIC# P724163  
MILES DRIVEN 428

Charge Description	Date	Quantity	Per	Rate	Total
TIME & DISTANCE	10/01 - 10/05	4	DAY	\$26.99	\$107.96
DW	10/01 - 10/05	4	DAY	\$12.50	\$50.00
PAI	10/01 - 10/05	4	DAY	\$3.00	\$12.00
SLP	10/01 - 10/05	4	DAY	\$14.99	\$59.96
ROADSIDE ASSISTANCE PROTECTION	10/01 - 10/05	4	DAY	\$3.99	\$15.96
REFUELING CHARGE	10/01 - 10/05				\$0.00
				<b>Subtotal:</b>	<b>\$245.88</b>
<b>Taxes &amp; Surcharges</b>					
AUTO RENTAL TAX	10/01 - 10/05			11%	\$12.43
IL VEHICLE LICENSE COST	10/01 - 10/05	4	DAY	\$1.25	\$5.00
RECOV FEE					
				<b>Total Charges:</b>	<b>\$263.31</b>

**Total Amount Due \$0.00**

**PAYMENT INFORMATION**

<b>AMOUNT PAID</b>	<b>TYPE</b>	<b>CREDIT CARD NUMBER</b>
\$263.31	American Express	xxxxxxxxxxxx2012 PENDING